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GAVIN NEWSOM  
GOVERNOR

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PIN 19-18.1-CCP

TO: CHILD CARE LICENSEES AND PROVIDERS

FROM: *Original signed by Pamela Dickfoss*  
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Community Care Licensing Division

SUBJECT: **EMERGENCY AND DISASTER INFORMATION**

**Provider Information Notice (PIN) Summary**

PIN 19-18-CCP provides information regarding emergency and disaster regulations.

The Community Care Licensing Division (CCLD), Child Care Program (CCP), extends its sympathy to all who have been affected by the recent wildfires and public safety power shutoff (PSPS) events. We will continue to work diligently to assist facilities with the recovery and rebuilding process.

Please review recent CCLD PINs regarding the wildfires and public safety power shutoffs: [PIN 19-10-CCLD](#), [PIN 19-11-CCLD](#). For an in-depth resource on planning for emergencies and disasters, please visit [the step-by-step guide](#) provided by the University of California, San Francisco in partnership with the California Department of Education.

We encourage child care providers to take measures to prepare for all possible emergencies and disasters and offer the following clarifications, review of requirements, and best practices:

**Operating During a Power Outage**

Child Care Facilities may provide care during a power outage as long as they continue to meet licensing requirements, especially ones related to the health and safety of children in care. Providers should undertake reasonable measures to reduce potential risks associated with the outage if necessary. We further encourage providers to consider their own health, safety, and the wellbeing of their families when deciding whether or not to offer care during a power outage.

Providers operating in compliance with licensing requirements during a PSPS event need not report them as an unusual incident. Providers should report any unusual incident during a power outage that occurs while providing care to their local Regional Office (RO), as they would at any other time. The provider should notify their RO about the incident during normal business hours before the close of the next working day following the incident. In addition, the provider must submit a written report ([LIC 624](#) for Child Care Centers; [LIC 624B](#) for Family Child Care Homes) to their RO within seven days. For more information on licensing reporting requirements, please review [HSC 1597.467](#), [22 CCR § 101212](#), and [22 CCR § 102416.2](#).

### **Disaster Plans**

Licensing requires facilities to document disaster plans using the Emergency Disaster Plan for Child Care Centers ([LIC 610](#)) or the Emergency Disaster Plan for Family Child Care Homes ([LIC 610a](#)). Posted plans should be made visible to adults with all exits and fire escapes marked and clearly identified.

For Child Care Centers, the plan must include, but is not limited to:

- fire safety, including the means for exiting the facility,
- transportation arrangements,
- relocation sites that are equipped to provide safe temporary accommodations for children,
- plans for the supervision of children during an evacuation or relocation,
- methods of contact should evacuation occur, as well as plans for contacting the appropriate authorities,
- and procedures for evacuating non-ambulatory children.

The provider must instruct all children, age and abilities permitting, and child care personnel, including volunteers, in their duties and responsibilities under the plan. Newly enrolled children should be informed promptly of their duties as required in the plan.

For Family Child Care Homes, a provider must have a written disaster plan of action on a form approved by the Department. The plan must provide that the provider, the assistant provider, and other members of the household, as well as all children (age and ability permitting) be instructed in their duties under the plan. Newly enrolled children (age and ability permitting), should be informed promptly of their duties, as required in the plan.

### **Evacuation**

The Department encourages providers to have a variety of possible evacuation locations. Evacuation locations that are not in the vicinity of the child care facility should be considered in the case of natural disasters, which can affect entire cities and counties. It is essential to know the risks that may be unique to your geographic area.

Relocation sites can include a family member's home, a church, school, or a designated shelter. Having ongoing communication with individuals who maintain the relocation sites is key. It is also important to communicate with families regarding

planned relocation sites ahead of time, because it may be difficult to contact them during a disaster to confirm your whereabouts should you need to evacuate.

As part of the evacuation plan, it is also important to develop a means of safe transportation for the children in care. Providers should consider plans for transporting large numbers of children, which may include the need for appropriate child safety seats for evacuation purposes. Utilization of assistance from staff, neighbors, families, and local transportation agencies should be considered before an emergency occurs.

### **Disaster Drills**

Health and Safety Codes [1596.95\(f\)](#) and [1597.54\(b\)\(2\)](#) require providers to conduct disaster drills at least once every six months. For more information on this refer to [22 CCR § 101174\(d\)](#) and [22 CCR § 102417\(g\)\(9\)\(A\)](#). Best practice calls for coordinating various types of drills on an ongoing, regular basis in an effort to be better prepared for any emergency situation.

Openly sharing information with families regarding the various drills conducted can help reassure and support young children. Families can assist in discussing the purpose of emergency drills with their children and helping to ease fears and anxiety their children may have regarding emergencies or the possibility of various threats to their safety.

### **Criminal Background Clearances**

As stated in [PIN 19-11-CCLD](#), Governor Newsom issued a [Proclamation of a State of Emergency](#) on October 26, 2019, which allows CCLD to waive certain provisions of the Health and Safety Code, and accompanying regulations with respect to the use, licensing, or approval of centers or homes. Waivers will be considered on a case-by-case basis and posted on the Department's website.

However, criminal background clearances for new employees and residents of child care facilities, including adult children living in the home, will not be waived under any circumstances.

Background clearances are essential for the safety and well-being of all children in care. We urge anyone requiring a background clearance to begin the process as soon as possible before providing child care by submitting fingerprints and completing the "Criminal Record Statement" [LIC 508](#) form. [This link](#) provides a list of vendors in your area who can process fingerprinting and background checks.

Former or current employees of Child Care Centers and residents of Family Child Care Homes with existing criminal background clearances may transfer them to a licensed center or home without delay by providing the [LIC 9182](#) and [LIC 508](#) forms, as directed to your local Licensing Regional Office. Transfers of exemptions will take longer than transfers of clearances.

### **Communication with Your Licensing Office**

In an emergency situation, first call 911 and notify appropriate emergency response teams. As soon as it is safe to do so, it is important to also notify your Regional Office and request to speak to the Duty Officer or your assigned Licensing Program Analyst

(LPA). To ensure seamless communications, providers should always provide their most current contact information to their local licensing Regional Office.

In the case of an emergency, the CCP will reach out to licensed providers, often multiple times, to help assess the situation and plan for recovery efforts. Please update your local Regional Office with your current contact information, including your cellphone number and email address.

The Department may contact the facility by phone and/or email, or conduct a welfare visit in the event the provider or other facility staff cannot be reached. The purpose of this recurring communication may be to determine the facility status (i.e. evacuation, closure, shelter in place, etc.), evaluate the health and safety of staff and children in care, and assess the availability of, and access to, child care in the community.

Additional information, including disaster-related assistance, can be found on the [Department's website](#).

If you have any questions, or if we can provide any assistance, please contact your local [Licensing Regional Office](#).